



Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair
1st District
Lori Glasgow, Vice-Chair
5th District
Clinton Tatum
2nd District
Genie Chough
3rd District
Carl Gallucci
4th District

MEETING MINUTES

April 20, 2006

Vice-Chairperson Lori Glasgow called the meeting to order at 1:09 p.m. in Conference Room, 525, at the Kenneth Hahn Hall of Administration.

Committee Members Present

Clinton Tatum, Second District
Genie Chough, Third District
Lori Glasgow, Fifth District

Committee Members Absent

Louisa Ollague, First District
Carl Gallucci, Fourth District

Others in Attendance

Maria Oms, Auditor-Controller
Jim Schneiderman, Auditor-Controller
Don Chadwick, Auditor-Controller
Mike McWatters, Auditor-Controller
Martin Zimmerman, CAO
Linda Gibbs, CAO
Craig Hirakawa, CAO
Janice Kasai, County Counsel
Helen Berberian, DCFS
Lisa Parrish, DCFS
Dr. David Sanders, DCFS
Ed Sosa, DCFS
Eleanor Montano, Sybil Brand Commission
Helen Stathatos, Sybil Brand Commission

Avianna Uribe, Board of Supervisors
Miriam Simmons, Board of Supervisors
Nick Ippolito, Board of Supervisors
Ressie Román, Board of Supervisors
Peter Papadakis, Board of Supervisors
Garen Khachian, Board of Supervisors
Jesse Rodriguez, Board of Supervisors

Approval of Minutes

On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously approved the March 20, 2006 minutes.

Old Business

Vendor Business at the Hall of Administration – A-C and CAO:

This item was continued to the May 18, 2006 meeting.

Group Home Program Monitoring Report – Florence Crittenton Centers Group Home:

Maria Oms advised that all children have been removed from the home and that the home has been closed.

Sunset Review of Board Policy No. 6.010 – Department E-Mail Constituent Assistance Form: **This item was continued to the May 18, 2006 meeting.**

DCFS Social Worker Group Home and Foster Family Agency Visits: **This item was continued to the May 18, 2006 meeting.**

Reports to be Received and Filed

Group Home Corrective Action Plan Follow-Up Report – Westside Children’s Group Homes, Incorporated – Westside Group Homes Sites 1, 2, 3, and 4: **This item was continued to the May 18, 2006 meeting.**

Special Services for Groups Contract Review – Early and Periodic Screening, Diagnostic, and Treatment Program: Special Services for Groups (SSG) used qualified staff to perform the services billed, but did not sufficiently document 22% of the 3,577 minutes sampled. SSG has taken corrective actions to address the Auditor-Controller’s findings and recommendations. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Fred Jefferson Memorial Foster Family Agency Contract Review: The Agency maintained documentation to support the services billed to DCFS and paid the Foster parents their monthly payments. The Agency needs to ensure social worker’s visit children weekly as required by its County contract and include a closing summary relating to children’s placements for Termination Reports. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Destruction of Confidential Records – Status: **The Committee unanimously approved to continue this item to the May 18, 2006 meeting.**

Group Home Program Monitoring Report – Vista Del Mar Emancipation Program Home: Review determined Agency is providing the services as outlined in their Program Statement. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Group Home Program Monitoring Report – Orange County Children’s Foundation – Emancipation Institute, Harbor City Children’s Foundation, Placentia House: Review determined Harbor City Children’s foundation needs to assess children for needed services within the first thirty days of placement. Placentia House needs to develop Needs and Services Plans (NSPs) that include short and long term goals; maintain current court authorizations for all children taking psychotropic medication; provide children with the required minimum weekly allowance; and encourage children to maintain life books/photo albums. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Group Home Program Monitoring Report – Mary’s Shelter Group Homes – House One and House Two Transition Group Homes: House Two Group Home is providing the services as outlined in their Program Statement, but need to assess children for services within the first thirty days of placement and develop NSP’s. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Group Home Program Monitoring Report – Ettie Lee Youth and Family Services, Waterflow Ranch Group Home: Interior/exterior repairs of the Group Home are needed as is a thorough cleaning of the carpets, bathrooms, and bedroom walls. Auditor-Controller has received and approved the Agency’s corrective action plan (CAP). **On**

motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.

Report on Interim Financial Management Services provided to the Los Angeles Homeless Services Authority: **The Committee unanimously approved to continue this item to the May 18, 2006 meeting.**

Personal Involvement Center Foster Family Agency Contract Review: Agency needs to maintain current court authorizations for children taking psychotropic medications, and ensure foster homes with swimming pools are safeguarded properly. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Dubnoff Center for Child Development Contract Review – Early and Periodic Screening, Diagnostic, and Treatment Program: Agency uses qualified staff to perform the services billed and maintains the proper documentation to support its billings. However, in five of six court files sampled, proof of court authorization to prescribe psychotropic medication was amiss. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Equipment Contract Allegations: Review determined the allegations made by Garvey Equipment Company regarding the Internal Services Department's solicitation and award for delegated contracts were unsubstantiated. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Review of Allegations Regarding Contracting Food Services at Barry J. Nidorf, Central and Los Padrinos Juvenile Halls: Auditor-Controller review determined allegations brought forth by Integrated Support Solutions, Inc. (ISSI) regarding inconsistencies, errors and bias in the scoring of their proposal were unproven. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Children's Group Home Ombudsman's Hotline Status Report – January 1 through March 31, 2006: The Hotline generated a total of 102 calls, of which 48 were initial calls and 54 were follow-up calls. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Department of Parks and Recreation Revenue Agreement Audits: Auditor-Controller contracted with Mayer, Hoffman, & McCann P.C. to perform the audits and determine whether the contractors properly reported their gross receipts and paid the correct rent amount to the County. The audits disclosed that two of the contractors (Marshall Canyon Golf Course and Whittier Narrows Equestrian Center) owed additional rent to the County totaling \$51,196. The Department of Parks and Recreation has begun collection of the additional rent owed. **On motion of Clinton Tatum, seconded by Genie Chough, the Committee unanimously received and filed this report.**

Public Health's Bioterrorism Grant Program Review: Auditor-Controller has completed the fieldwork and is currently working with Public Health and the Federal Center for Disease and Control and Prevention management/staff to finalize the report. The issuance of the report will be presented to the Board of Supervisors by April 14, 2006.

On motion of Genie Chough, seconded by Clinton Tatum, the Committee unanimously received and filed this report.

Institute for Black Parenting Foster Family Agency Contract Review: **On motion of Genie Chough, seconded by Clinton Tatum, the Committee unanimously received and filed this report and asked the Auditor-Controller to provide an update of the Agency at the May 18, 2006 meeting.**

Olive Crest Foster Family Agency Contract Review: Generally, the Agency provides the services required in its County contract but needs to ensure NSPs contain the DCFS social worker's written approval and properly document Olive Crest's social workers monthly telephonic updates with DCFS social workers. **On motion of Genie Chough, seconded by Clinton Tatum, the Committee unanimously received and filed this report.**

Reports to be Received

Group Home Program Monitoring Report –Field's Comprehensive Youth Services, Incorporated – Napa Avenue Group Home and Eddington Street Group Home: Ms. Oms reported the Agency has performed some facility repairs, and initiated the NSPs; the Corrective Action Plan was received and is being implemented. **On motion of Clinton Tatum, seconded by Genie Chough the Committee unanimously received and filed this report.**

Los Angeles County Office of Education Contract – Workforce Investment Act Programs: Los Angeles County Office of Education Contract's (LACOE) procurement policy states the Agency is required to obtain three price quotations for purchases that exceed \$10,000. However, Workforce Investment Act Programs (WIA) guidelines require that a minimum of three price quotations are to be obtained for purchases greater than \$1,000. LACOE has requested clarification from Community and Senior Services (CSS) regarding this matter. **On motion of Clinton Tatum, seconded by Genie Chough the Committee unanimously received and filed this report.**

Public Comments

There were none.

Other Business

Discussion of responsibilities of DCFS, Auditor-Controller and Sybil Brand Commission regarding FFAs and Group Home Monitoring: Don Chadwick advised that monitoring of FFAs and Group Homes is conducted to establish a standard for performance outcomes. Nick Ippolito suggested FFA's and Group Homes may have difficulty discerning the differences in audits performed by DCFS and Auditor-Controller. Mr. Chadwick advised that the Auditor-Controller conducts an entrance conference which outlines the specific areas the audit will cover and that A/C and DCFS receive schedules to ensure duplicate monitoring does not occur. Clinton Tatum reiterated the importance of ensuring that the County is receiving a better overall product/outcome in monitoring despite views that

express otherwise. Mr. Chadwick suggested a plan could be drafted to approach the Board of Supervisors with the aforementioned concerns regarding monitoring effectiveness/duplicated efforts. Additionally, a second proposal/plan can be presented to DCFS to address monitoring concerns/efficiency.

Lori Glasgow asked which agencies/entities coordinate with the SBC. Eleanor Montano reported the SBC works within its own purview and maintains a log of all homes visited. In response to Avianna Uribe, Ms. Montano stated the SBC has been visiting Group Homes for nearly 30 years and was given authority by the Board of Supervisors. Miriam Simmons suggested the SBC should focus their efforts on women's prisons/juvenile halls. Mr. Chadwick advised that the concerns of Association of Community Human Service Agencies (ACHSA) can be addressed, and stated there may be opportunities for the SBC and DCFS to coordinate in Group Home visits.

LAHSA Update: **This item was continued to the May 18, 2006 meeting.**

Presentation on Auditor-Controller Fraud Reporting Website: This item was previously discussed and presented at the March 16, 2006 meeting.

Travel Contracts Renewal: Ms. Oms reported the travel contract expires in October 2006. Thus far, contracts have been sent out to more than 800 entities and have also been posted on the internet. Auditor-Controller will report to the Board of Supervisors regarding renewal of travel contracts in August 2006. **The committee requested this item be placed on the July 20, 2006 meeting agenda for further discussion/review before going to the Board of Supervisors.**

Social Service Contracts – Governance Policy: **The committee unanimously approved continuing this item to the May 20, 2006 meeting.**

Matters not on the Posted Agenda (to be Presented and Placed on the Agenda of a Future Meeting)

There were none.

Adjournment

There being no further business to conduct, the meeting was adjourned at 2:18 p.m.